

PROCEDURES AND DOCUMENTATION PANEL

TO ADD A NEW DOCUMENT OR PROCEDURE

PLEASE PROVIDE MONICA OR JACK WITH THE FOLLOWING:

- 1) **BEAMLINE** - Please indicate whether this new document or procedure applies to ID, BM or BOTH beamlines
- 2) **MAIN TOPIC** - identify one of the existing topics or suggest another
- 3) **SUB TOPIC** - identify one of the existing subtopics or suggest another along with any changes to the subtopic description line
- 4) **TITLE DESCRIPTION** - Please include any key words that a user might be expected to use in a "search". This can be fairly long if necessary.
- 5) **RESOURCE TYPE** - Document or Procedure. "Procedures" should have specific "steps". Everything else is a "Document".
- 6) **SECURITY LEVEL** - Public or Staff-only. Remember that "Public" is *very public*! so check the content before you submit it to the PP. In "Staff Mode" you will see BOTH security levels.
- 7) **FILE TO UPLOAD** - The PP will create its own "copy" of your file: Word, Excel, PDF, jpeg, and so on. Please indicate a location on one of the Windows Domain share drives where we can find an initial copy to upload.

PLEASE USE THE PP AS YOUR FIRST CHOICE FOR LOCATING THE DOCUMENTS FOR YOU AND YOUR USERS!

OVERVIEW OF SBC'S WEB-ACCESSIBLE DOCUMENTATION

We have uploaded all of the documents that we have seen used at the beamline recently. If you or your users need a document that you cannot find on the PP and that document exists elsewhere, please let us know as soon as possible. This way within a very short time the PP should contain ALL of the "active" documents and the search capabilities with the PP will insure that we can always find the information we need when ever we need it!

The Procedures and Documents Panel ("PP" for short) is now part of the SBC Website!

The "Procedures Panel" link located on the left panel of the Main Page on SBC website will take your browser to the main page of the **Public view** of the PP.

Along the top of this screen you will find links to the SBC Home Page, SBC Contacts, ANL website and Staff Mode Login. Clicking Staff Mode Login will require you to authenticate using your BIO Domain account Username and Password (*BIO\username*) before directing you to the **Staff view** of the PP. The Staff view of the PP functions in the same manner as the Public view and provides access to BOTH private and public documents and procedures.

Below these links displayed on the first page of the PP you will find the Search control bar for locating documents by Beamline or by keywords contained in the document title descriptions. (The document "content" search is currently not functional.)

The main body of the first PP screen displays **Main Topics, Sub-Topic** titles and descriptions and the resource (document and procedure) counts for each sub-topic. Clicking on a document or procedure count will direct your browser to a page displaying either the documents or the

procedures for the corresponding sub-topic. Clicking on the sub-topic name will display both documents and procedures for that sub-topic.

How does this differ from the general content of the SBC Website?

The purpose of the PP is to provide easy access to a centralized location for documents and procedures that contain information currently useful to the SBC Users and the SBC Staff at Sector 19. The Public view of PP will focus on the **General User Program operations** and Staff view on **Beamline operations** - mostly the documents needed while at the beamline. This documentation may be in many forms: Microsoft Word, Microsoft Excel, PDF, (short) movies or pictures and so on.

The PP addresses several short-comings of our sbc-public and sbc-private shares. First, you don't need to be logged into a BIO Domain PC to view a document or procedure. You can access the PP from any web browser as any user account on any type of system that can reach the SBC website. (yes, "Public View" is currently *very public!*) You can authenticate into the Staff View without needing to logout of a non-privileged account. **And my favorite improvement: there may be only ONE version of a document or procedure on the PP. This should always be the most up-to-date information available.**

Organizational Guidelines?

While the search capabilities will quickly locate any document or procedure in the system, PP documentation is also organized and displayed by Topic and Subtopic to help the viewer to "browse". We would like to keep the number of "Main Topics" to a relatively small number of meaningful, general tasks or functions. Sub-Topics will be more numerous and more specific than their corresponding Main Topic. Sub-Topics are displayed along with text describing its intended meaning. Document and Procedure templates (author's initials in footer) will be available under the Administration/Manuals and Instructions subtopic.